This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Creative Holism to Improve Management and Entrepreneurial Role models and Approaches

# C.H.I.M.E.R.A.

# E-LEARNING PLATFORM

# USER'S MANUAL

The platform, located at http://www.easypeasy.it is exclusively based on an Open-source and multiplatform software, in accordance to the principles of information sharing.

For the correct use of the platform is necessary to use a common web browser (Mozilla Firefox, Google Chrome, Safari, Opera).

The main features are:

- Subscribe to courses
- View the completed materials, questionnaire and personal progress
- Participate in chat or transnational forum
- Fill in tests and questionnaire

The following 4 steps represent the overall sequence required to get started your e-learning adventure:

1. Getting username and password
2. Login on the platform
3. Ready to start your e-learning adventure
4. Getting your certificate of attendance

### 1. Getting username and password

In order to access the platform you need to authenticate. The credentials are required, by mail, to the system administration (formacion@italcamara-es.com) by indicating: Name, Surname and Email address.

The administrator will subscribe you to a specific course that you request by mail and he will send to you the credentials (username and password) for the access.

### 2. Login on the platform

Login to the platform located at http://www.easypeasy.it, use the credentials received by mail and insert the username and password (Img. 1).

You can also find the link to the platform on C.H.I.M.E.R.A. website located at http://www.chimeraproject.eu

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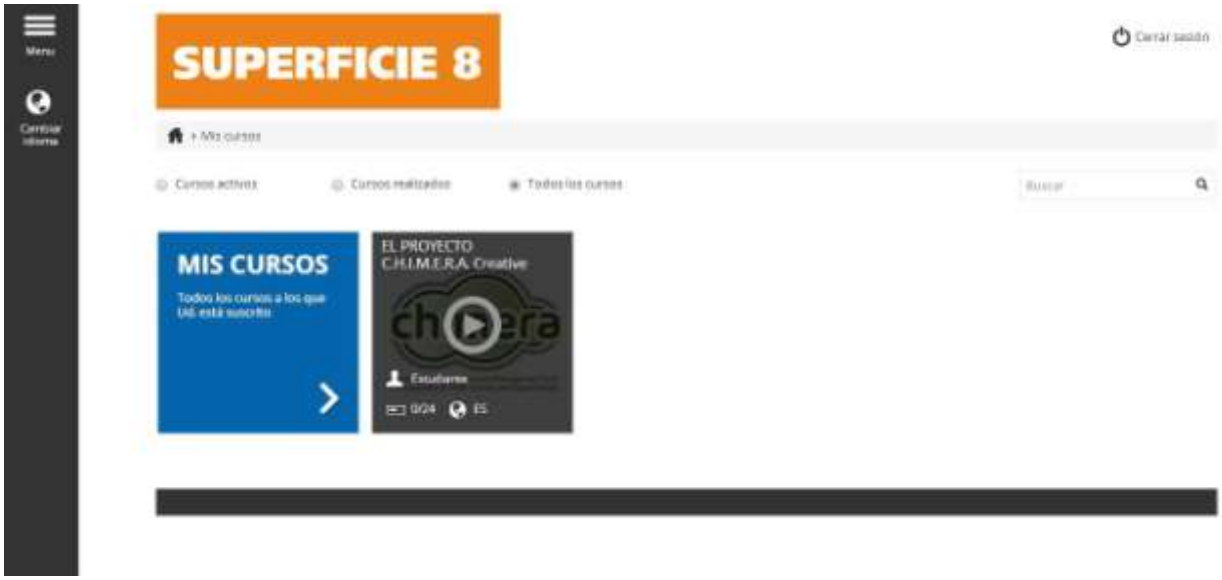
Img. 1 - Login

### 3. Ready to start your e-learning adventure

After your login, you will be directed to a page where you can see the courses available to you (Img.2 ). On the left side you can choose your language.




Img. 2 – Your courses

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Selecting the course you will find a window like this (Img. 3):

Img. 3 – All modules

where you will find all educational materials (pdf, ppt presentation, video, questionnaire, etc.) and the their duration.

On the right side you will find two icons:

- a flag – green if you have completed the educational material, or yellow if the you haven't completed yet your study;
- a statistic's icon that will direct you to a statistic's page, where you will find information about your accesses and scores.

Finally, you will know your attendance progress through the function "Your Activities" (Img. 4).

On this page you will find the following information:

- your profile – subscription date, last access, courses;
- access' statistic to the course;
- a timeline that summaries your activities, from your subscription date to the last access;
- a list of educational materials with information about state of play, end date and score.

Img. 4 – Your Activities

Start page of the module of the course (Img. 5)

Here you can:

- download the materials
- pause the video and restart
- increase and decrease the volume
- see the number of the slides of each module
- move on the next slide or back to the previous slide

On the left side you will find a menu that show all modules of the course. Each module can have:

- green flag – if you have already completed the module
- yellow flag – if you haven't completed yet the module

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- no flag – if you haven't started yet the module.

You can leave the course by clicking on the "Close" link at the top right of the page. Your progress will saved automatically and you can come back a second time and finish your course.

Img. 5 – Module

## 5. Getting your certificate of attendance

At the end of the course you can get your certificate of attendance and you will save and print it by clicking on the "Certificate".